

RECRUITMENT OF LAW OFFICERS

Can Fin Homes Ltd., a leading Housing Finance Company having 153 branches and 17 Satellite Offices spread across various locations in the Country, invites On-line applications for the post of Law Officers as per the eligibility criteria furnished below:

The eligible candidates are required to apply ON-LINE by clicking on the link. The link for registration of application will be <http://www.canfinhomes.com/job>

Age, Eligibility Criteria & other details :

The age, educational qualification & eligibility criteria shall be reckoned as on 01/05/2018.

Posts	No of vacancies	Age (Min)	Age (Max.)
Law Officer (Officer cadre)	03	21 years *	35 years *

*Should have attained 21 years and should not have completed 35 years as on 01/05/2018. i.e., should have born between 01/05/1983 to 01/05/1997.

Qualification & Experience:

Post	Qualification	Job Profile	Post qualification work experience
Law Officers (Vacancy - 3)	<p>a) Graduate should hold a LLB degree from a University / Institution / Board recognized by Govt. Of India</p> <p>2) Minimum educational Qualification should be either full time 5 year LLB degree or full time 3 year LLB degree after graduation.</p>	<ul style="list-style-type: none"> ➤ Conversant with Civil, Criminal & Company laws having sound exposure to the law of contract, NI Act, Sarfaesi Act, TP Act, Industrial disputes Act etc. and having practical experience in the court proceedings. ➤ A good drafting skill in legal matters is essential ➤ Any other work entrusted by the Company from time to time. 	Candidates with experience in the relevant field will be given preference

There is no relaxation for age & qualification

Salary & Emoluments (As applicable to the post of Officers):

- a) Pay Scale: Rs.17850 – 875/10 – 26600 – 1050/2 – 28700 – 1200/5 – 34700
- b) Gross Pay (Basic +DA+CCA+HRA+ Variable Pay) is Rs.35430/- per month at Metros cities . Dearness Allowance is being revised once in a quarter based upon CPI Index.

Apart from the above, the officer is entitled for other perks /fringe benefits like reimbursement of rent for leased quarters, reimbursement towards conveyance expenses, Medical expenses, Leave Fare concession, Gratuity, Leaves (Casual, Privilege, Sick, Maternity leaves etc) and other staff welfare measures like medical checkup, Group Insurance etc. as per rules.

Probation Period:

The selected candidate will be on probation for one year from the date of joining. Their confirmation in the Company will be decided in terms of provision of the Company's Service Regulations.

SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEE:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The candidates are required to apply online by clicking on the link **<http://www.canfinhomes.com/job>**.

The guidelines for filling on-line application are as follows:

- All candidates should have a valid mobile number / personal mail ID for login.
- Candidates should register their mobile number/ e-mail id through above link.
- On registration of mobile /e-mail id through the above link, OTP number will be generated and through the OTP number, the candidate can access On-line application
- Candidates are required to upload their photograph, counterfoil challan and signature.
- An online application, which is incomplete in any respect such as without proper passport size photograph and signature, uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates should carefully fill in the details in the On-line application at the appropriate places and click on the "SUBMIT" button; candidates are advised to verify every field filled in the application.
- Once the application is filled in completely, candidate should submit the data.
- The registered e-mail id should be kept functional till completion of this recruitment. All communications will be sent to the candidates to this e-mail id only.

After completion of on-line registration, take system generated print-out of Registered On-line Application and the same has to be submitted at the time of interview along with other documents / certificates.

Candidates need not send any print out of Application documents at this stage. However, if shortlisted for interview, candidates will have to submit the print out of application along with other documents / certificates at the time of interview.

PAYMENT OF FEE :

Eligible candidates are requested to visit our Company's website www.canfinhomes.com and submit the application online by paying a fee of Rs.100/- through any of the Canara Bank branches to the credit of "CAN FIN HOMES LTD -OD No. 2636261000147 Canara Bank, Prime Corporate Branch, Bangalore (IFSC Code No. CNRB0002636) through NEFT/Internet banking and mention the details of UTR No under Transaction ID column. Payment of application fee by any other mode /means will not be accepted. If any candidate is found to be ineligible, the application fee will not be refunded.

Last Date for submission of application - On or before 24/06/2018 by 5 PM.

SELECTION PROCEDURE:

The selection of candidates shall be by way of short-listing of the applications received for each post. It will be followed by personal interview. Due weightage will be given to the candidate's academic qualification and post qualification work experience etc.

The availability of number of vacancies is at the sole discretion of Management. Depending upon the number of vacancies, Company reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for Interview.

a) The names of shortlisted candidates for interview will be published in the Company's website www.canfinhomes.com. The details of venue, time & date of Interview will be informed to the

shortlisted candidates through e-mail only and **no individual communications will be sent to the applicants for attending the Interview.**

- b) Actual bus/train fare for the travel from the place of his/her domicile to the center of interview and return journey (to and fro) will be paid up to the limit of AC 2 tier (by shortest distance) to the candidates who attend the interview, on production of original tickets of the onward journey & photo copy of the return journey tickets, provided, return journey is undertaken on the date of interview itself or on the next day. No claim for reimbursement will be entertained after the interview date.
- c) Candidates are advised to check the Company's website www.canfinhomes.com for details.
- d) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview.
- e) In case, candidates are not found suitable for the post applied for but are found fit for any other post that the Company may find them suitable for, the Company reserves the right to make offers to such candidates at the pay scales applicable to such posts, as per company

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.

If a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person at any stage of the selection process; or misbehaving in the interview hall or resorting to any other irregular or improper means in connection with his/her candidature; or obtaining support for his/her candidature by any means, such candidate shall be liable to be disqualified from the interview / selection process.

GENERAL INSTRUCTIONS

- 1) The placement for the above post is at Registered Office, Bangalore and in Major cities.
- 2) The selected candidates are liable to be transferred to the branches / offices across the country (PAN India) depending upon the exigencies / requirements of the Company.
- 3) The Company takes no responsibility for any delay in submission of online application.
- 4) Candidates should ensure that they fulfill the eligibility criteria before applying. The company reserves the right to reject any candidate's application at any stage, if they are not found suitable. At any stage of the selection process, if the details provided in the application is found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of interview, his/her candidature will be rejected and the candidate will not be allowed to attend the interview.
- 5) The company reserves the right to change the date, time, venue of the interview at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be announced in our website / by email.
- 6) Any application received after the last date will not be accepted / entertained.
- 7) The shortlisted candidates are required to submit self-attested copies of all the documents pertaining to Age, Qualification, Experience etc at the time of interview. The original of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he /she shall not be allowed to take up the Interview.
- 8) Canvassing in any form will be treated as disqualification.
- 9) The Company shall not be responsible for any application being rejected, which is based on wrong information provided in the application form/unauthorized person/institution.
- 10) Candidates are advised to refer our Website (www.canfinhomes.com) for all details / updates.

Candidates in their own interest are advised to register on-line and submit their application well in advance before the expiry of last date of submission of the same.

Date : 12/06/2018

Place : Bangalore

Deputy General Manager –HRM

